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OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



DARLENE GREEN
Comptroller

Internal Audit Section

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December 7, 2004

Marjorie L. Melton, P.E., President
Board of Public Service
City Hall, Room 301
1200 Market Street
St. Louis, MO 63103

RE: Follow-Up Review of Parsons Brinkerhoff, Booker & Associates, Inc. & Tech Services, Inc. (PBTS), A Joint Venture Professional Service Agreement #920 (Project #2004-F16)

Dear Ms. Melton:

We have conducted a limited follow-up review on the Parsons Brinkerhoff, Booker & Associates, Inc. & Tech Services, Inc. (PBTS), A Joint Venture Professional Service Agreement #920 review report issued May 23, 2003. This follow-up review was made under authorization contained in Article XV, Section 2 of the Charter, City of St. Louis, as revised, and conducted in accordance with the *International Standards for the Professional Practice of Internal Auditing*. A limited follow-up review does not necessarily involve detailed testing or verification, but instead relies on communication with department management and staff, as well as limited observations. The purpose of this follow-up review is to determine the status of the observations and recommendations made in the report issued May 23, 2003 as of July 28, 2004.

We determined that the following observations have been **resolved**:

1. Unsupported Labor Cost Claimed by Parsons Brinkerhoff, Booker & Associates, Inc. (\$10,101)

The contractor has provided the PMO with the necessary supporting documents (employee time sheets) to resolve the unsupported labor cost in the amount of \$10,101 as reported in the original report.

2. Fixed Fee Adjustment (11%) (\$1,011)

Since the contractor's unsupported labor cost of \$10,101 has been resolved in the observation #1 above, the related fixed fee in the amount of \$1,111 has also been resolved.

If you have any questions, please contact me at (314) 613-7410.

Respectfully,



Mohammad H. Adil, CPA
Internal Audit Supervisor

CC: Honorable Darlene Green, Comptroller
Rita Kirkland, Director of Operations, Office of the Mayor
Marie Jeffries, Executive Assistant, Budget Division
Colonel Leonard Griggs Jr., Director of Airports
Gene Kuelker Sr., Contract manager, Board of Public Service
Robert J. Dopuch, Vice President, Unison Maximus